



**POSITION OPENING  
CITY OF ISANTI**

**Community & Economic Development Assistant  
Summer Position**

The City of Isanti is looking for an outgoing and motivated individual to join the Community Development Department this summer! In this rewarding role, you will have the opportunity to make a meaningful impact on the growth and vitality of our community. Working closely with the Community Development Director, you'll play an important part in shaping the future of Isanti through a dynamic and diverse set of responsibilities which includes development projects, research and coordination of activities, creating and updating marketing materials, site inspections, assisting with permits, administration tasks, and planning the annual Mayors Luncheon with local businesses.

This position is part-time 20-29 hours per week with flexible scheduling starting in May or June through August 2026. Candidates are able to work flexible hours Monday-Friday between 8:00am – 4:30pm.

**Hourly rate: \$17.00-18.00**

**Minimum Qualifications:**

- High school degree or equivalent
- Valid driver's license
- Experience with Microsoft Office and Canva
- Positive customer service and phone etiquette
- A student in an undergraduate degree program in planning, economic development, marketing, business administration or similar field of study **OR** strong desire to learn Community & Economic Development municipal work

Resume, cover letter and application are required for consideration by applying on the City of Isanti website at: [www.cityofisanti.us](http://www.cityofisanti.us)